



Ryan White  
Planning Body

Charlotte TGA

# Planning Body Policies & Procedures

Comic Style!

Kayla Earley  
Planning Body Administrator  
November 2019

# Becoming a Member!

Ryan White Planning Body

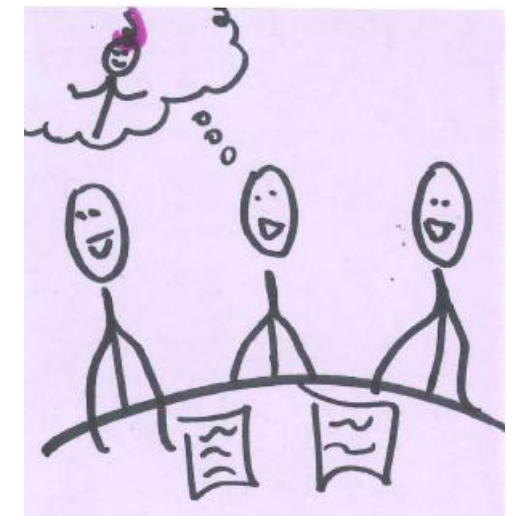
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Body Administrator  
**Kayla Earley**



The Planning Body seeks diverse membership reflective of People Living with HIV in our 6 counties.



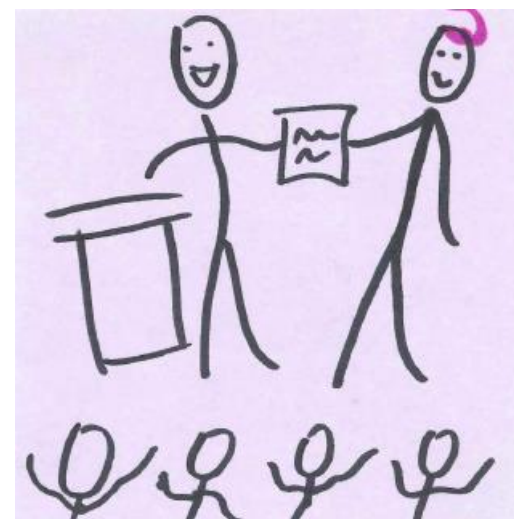
Submit your membership application online using your phone, tablet, or laptop.



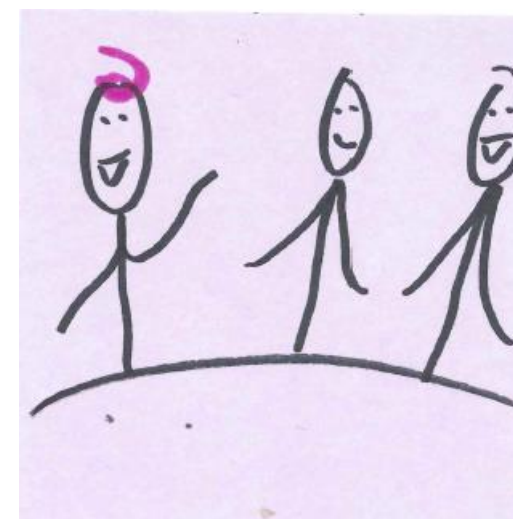
Our Membership Team reviews your application at their next meeting date.



If approved, Health Director Gibbie Harris officially appoints you by signing your membership certificate!



Your member responsibilities begin at our next meeting, during which time we'll award your certificate!



Actively participate in as many meetings as possible. Your consistent involvement is important to our work.

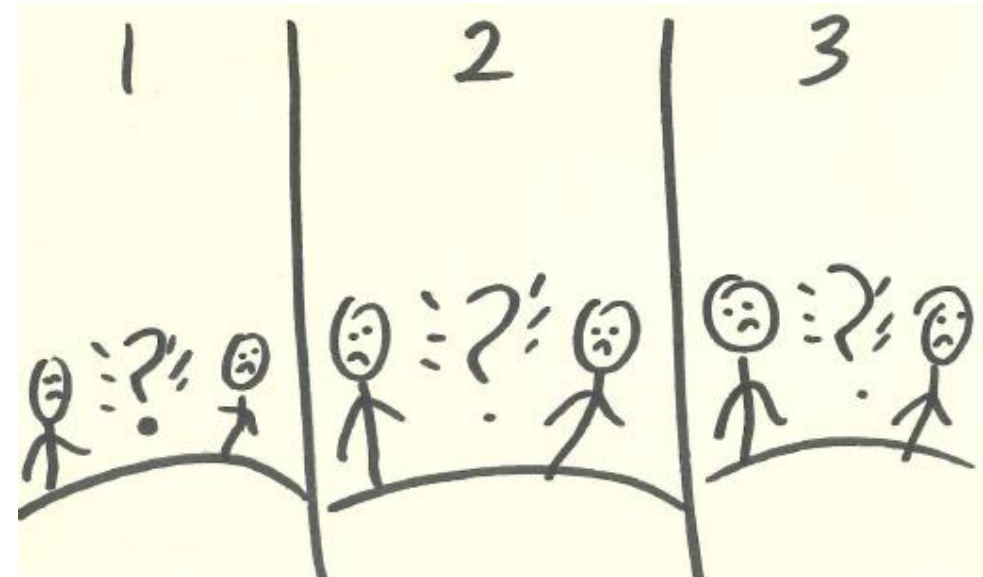


At the end of your 2-year term, reapply for membership or bid us farewell to create space for new perspectives!

# Involuntary Resignation

Ryan White Planning Body

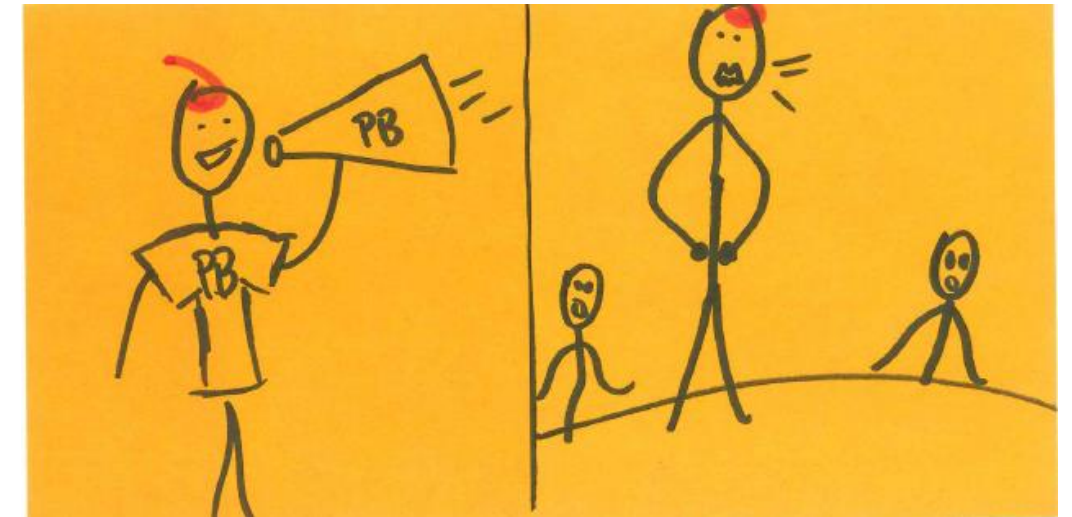
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Members lose voting privileges when they miss:

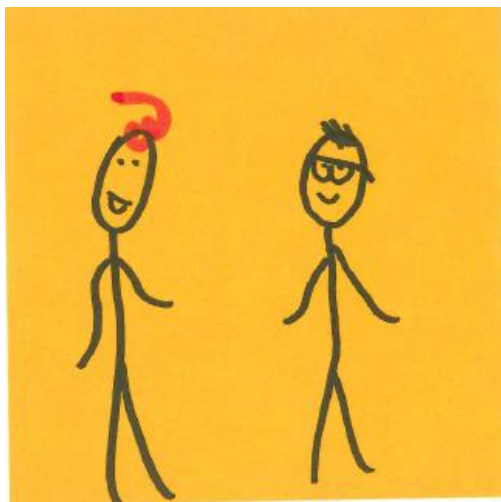
- 3 meetings in a row or
- 5 total meetings in a calendar year

This doesn't apply to Consumers with medical appointments.



Members lose voting privileges if they:

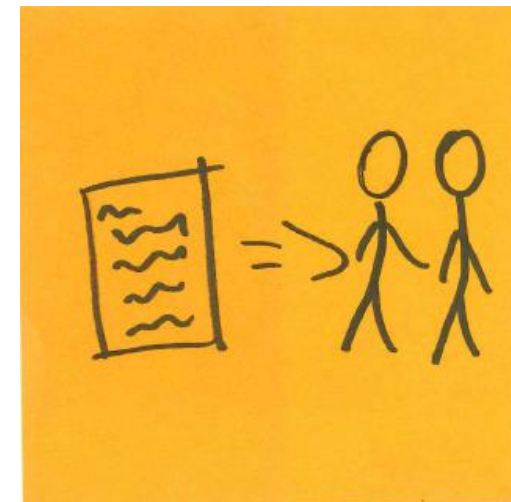
- Represent the Planning Body without prior approval
- Do not follow our agreements for confidentiality & conduct



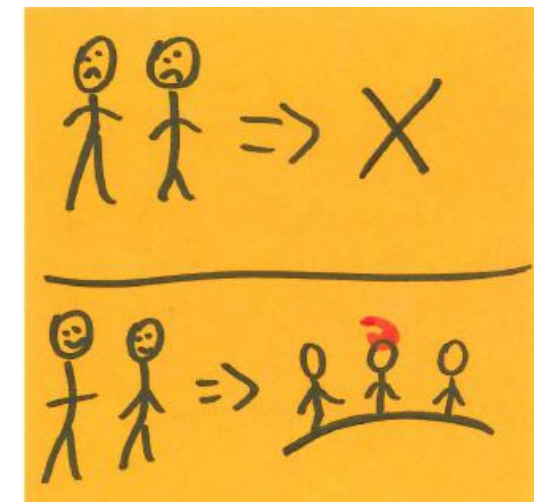
Your Planning Body  
Leadership supports members  
by identifying barriers to their  
attendance or behavior.



If absences or behavior  
continue, our Membership  
Chair notifies people of  
termination.



People who disagree with  
their termination may submit  
an appeal in writing within 30  
days of termination.



Co-Chairs review the appeal  
and sustain the decision or  
refer the member to a 3-  
month probation period.



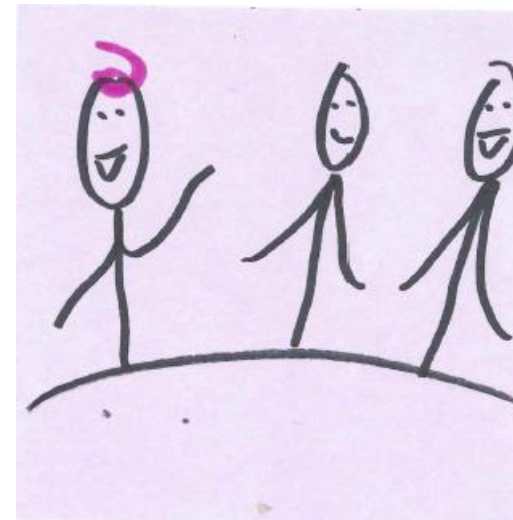
# Officer Elections

Ryan White Planning Body

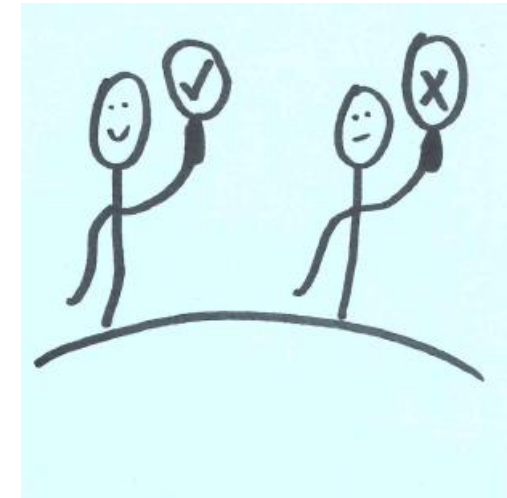
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Members in good standing nominate themselves or other members for a vacant position.



Candidates participate in Planning Body meetings and trainings.



Members vote for or against candidates.



The candidate who receives majority vote accepts the position.

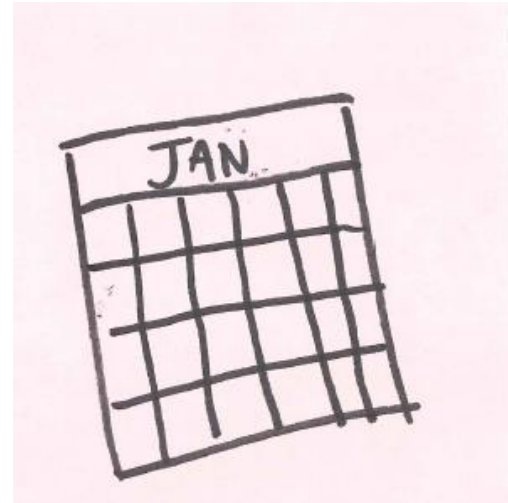


If an officer leaves before their 2-year term is over, the Co-Chairs may appoint a new chair for the remainder of the term or hold another election.

# Meetings

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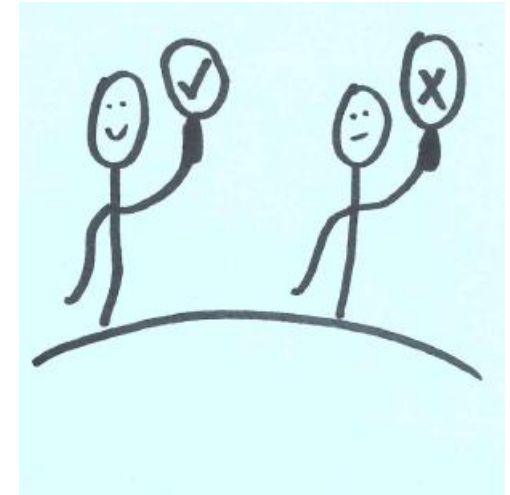
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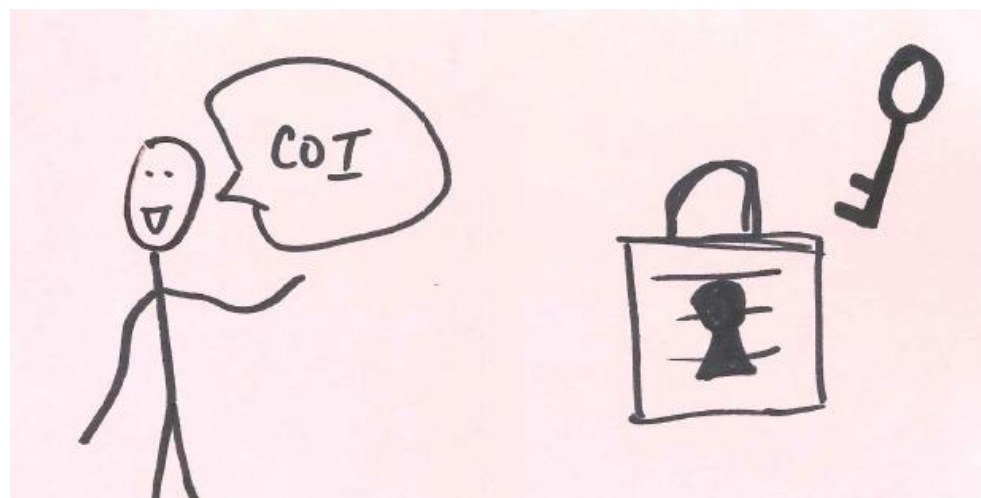
Meetings are publicly posted on the Planning Body website. The PB Admin sends meeting materials 7+ days before.



Meetings are open to the public.

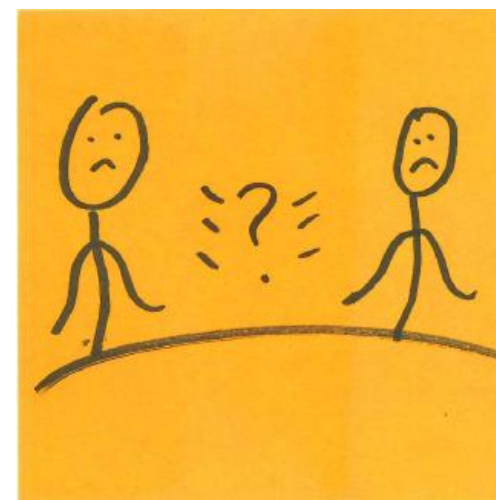


Only members may vote. Members must be present to vote.



We expect all participants – members and guests – to:

1. State any conflict of interest before speaking and
2. Protect confidentiality.



Quorum ( $\frac{1}{2}+1$  of the membership) must be present for meetings to occur. Your attendance is important!



The PB Admin emails meeting minutes and posts them to the Planning Body website within 14 days.

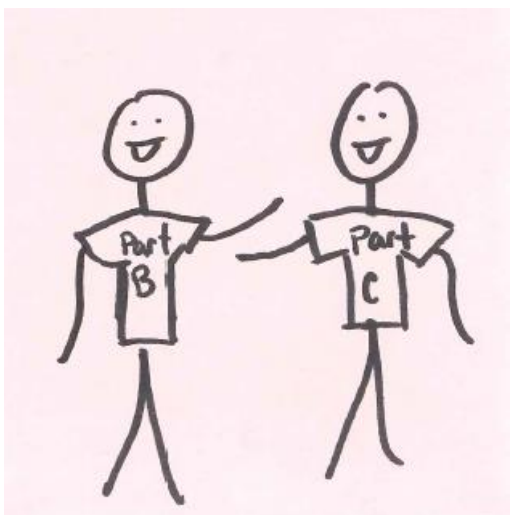
# Priority Setting & Resource Allocation

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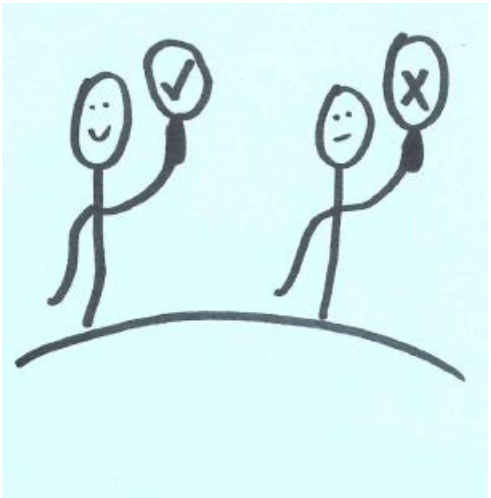
Members collect and review data about HIV, service utilization, & consumer needs.



Members learn from our partners about other federally funded HIV services & resources.



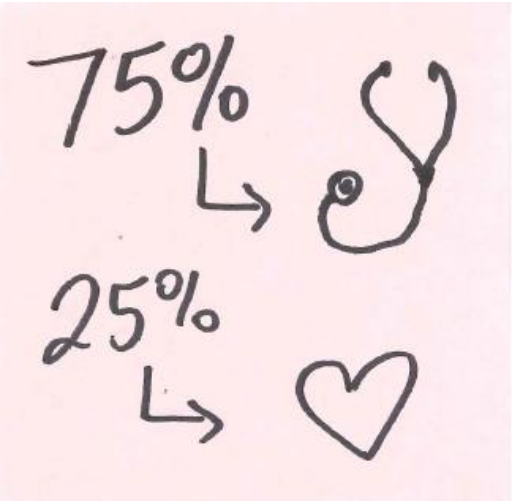
Members with a Conflict of Interest (COI) verbally state their conflict.



Members rank services and vote to approve the group's prioritization.



Members discuss and vote on how much money to give each service.



At least 75% of the money goes to health services, while 25% or less goes to support services.



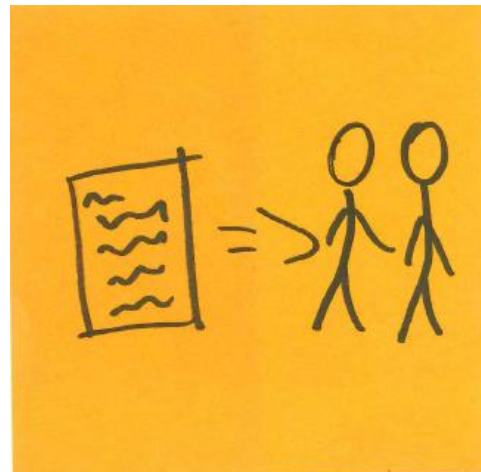
# Amending Bylaws

Ryan White Planning Body

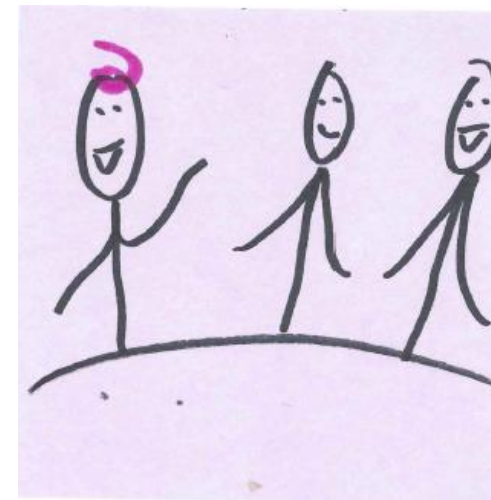
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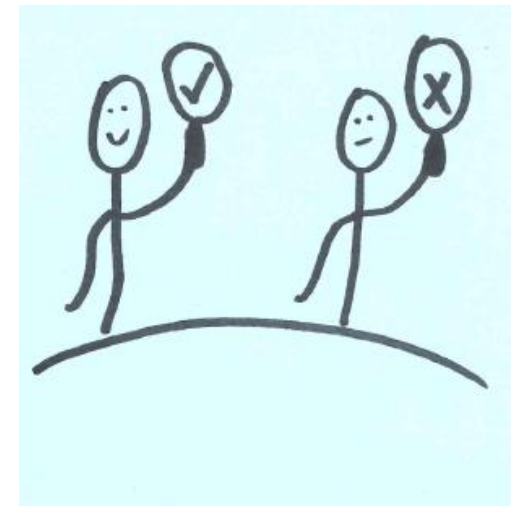
Planning Body Bylaws are available to the public on the Planning Body website or by request to the PB Admin.



Members may submit a request to amend bylaws to the Co-Chairs or PB Admin.



Planning Body Leadership decides when to add the amendment to the Planning Body agenda.



Members vote in accordance with the normal voting procedures.

# Resolving a Grievance

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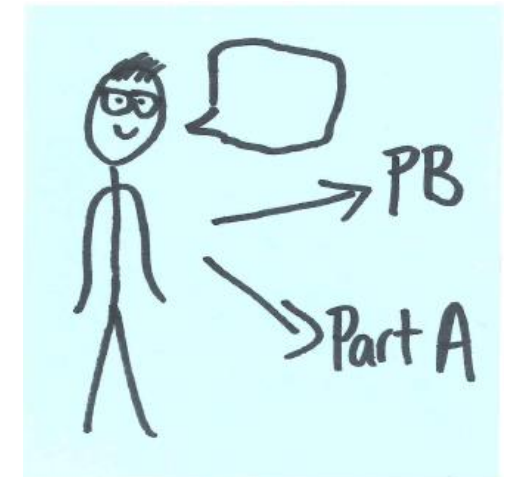


People or entities that are directly affected by a decision related to funding may submit a grievance to the PB Admin within 10 days of the disputed situation.

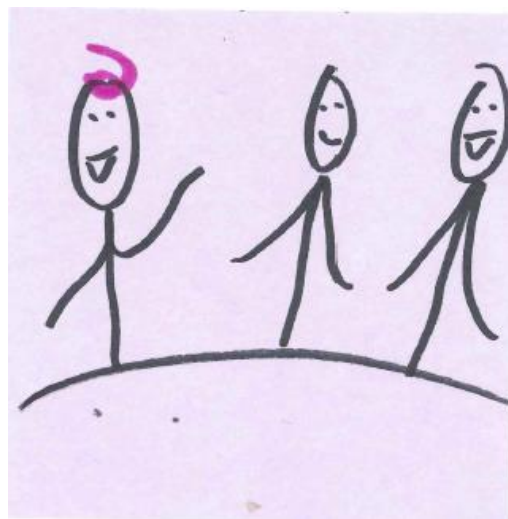


Grievances must relate to deviations in established, written:

1. PSRA process or
2. Process for changes to priorities or allocations.



The PB Admin shares written grievances with Planning Body Leadership and Part A staff.



Planning Body Leadership works through the dispute with the grievant within 5 working days.



If the grievant is not satisfied, they may submit a formal grievance through Mecklenburg County.



We protect confidentiality of grievants. Grievants will not be retaliated against or be treated unprofessionally.



We prevent grievances by offering trainings, soliciting feedback, and maintaining written policies.



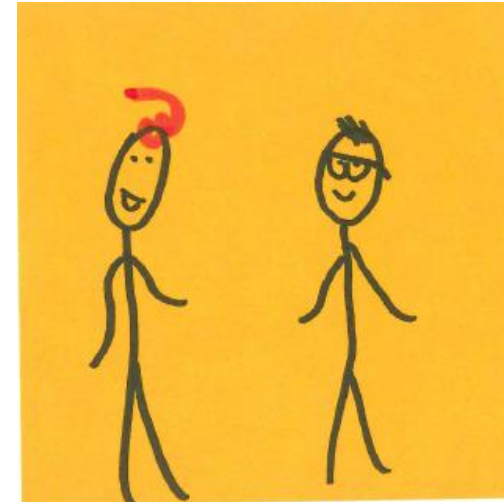
# Requesting Transportation

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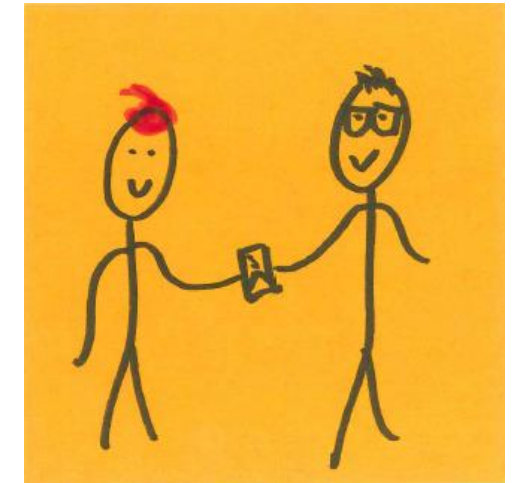
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Unaligned consumers may receive bus passes, door-to-door transportation, or mileage reimbursement to attend Planning Body meetings.



Members should confirm their eligibility with the PB Admin before incurring expenses.



Members may receive one 10-ride bus pass per meeting.



Members may request door-to-door transportation at least 7 days before a meeting.



Members who drive themselves to meetings should register online as a Mecklenburg County vendor.



The PB Admin will submit mileage reimbursements to Mecklenburg County Finance within 15 days.